

Executive Committee Meeting Agenda | February 18, 2026

1. **Call to Order | Jeff Mason, Chairman**
2. **Roll Call | Sherry Thurman**
3. **Public Comments | Jeff Mason, Chairman**
4. **Approval of Consent Agenda | Jeff Mason, Chairman**
 - a. Executive Committee Meeting Minutes – December 11, 2025
 - b. Policy Council Report
 - c. Resolution 26-02-01
5. **UCHRA Financial Report | Ginger Stout, Finance Director**
6. **Van Buren County Head Start Report | Jeff Mason, Chairman**
 - a. November – December, 2025 Financial Report
 - November – December Budgets
 - Monthly Activity Reports
 - In-Kind Reports
 - Credit Card Reports
 - b. Certifications and Assurances
 - c. 2026-2027 Continuation Grant Application
 - d. 2026-2027 Board of Directors Continuation Grant Letter
 - e. 2026-2027 Continuation Budget Narrative
 - f. In-Kind and Volunteer Administrative Policy
 - g. 2025 Community Assessment
7. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
 - b. 2026 Community Needs Assessment
8. **Action Items | Jeff Mason, Chairman**
9. **Executive Director Report | Mark Farley, Executive Director**
 - a. Community Corrections Funding
 - b. Program Dashboards
 - c. Empower Presentation
10. **Old Business | Jeff Mason, Chairman**
11. **New Business | Jeff Mason, Chairman**
12. **Adjourn | Jeff Mason, Chairman**

**Upper Cumberland Human Resource Agency and
Upper Cumberland Development District
Joint Executive Committee Meeting**

DRAFT MINUTES	DECEMBER 11, 2025	1:00 PM	COOKEVILLE, TN
MEETING CALLED BY	Chairman Jeff Mason		
TYPE OF MEETING	UCDD Executive Committee Meeting		
FACILITATOR	Chairman Jeff Mason		
NOTE TAKER	Sherry Thurman		
MEMBERS PRESENT	Greg Mitchell, Dale Reagan, Matt Adcock, Jimmy Johnson, Jim Morgan, Lloyd Williams, Steve Jones, Tony Day, Lori Burnett, Stephen Bilbrey, Randy Porter, Laurin Wheaton, Jeff Mason, David Sullivan, Alisa Farmer, Ryle Chastain, Denny Robinson, Jerry Lowery		
MEMBERS ABSENT	Stan Hollandsworth, Luke Collins, Allen Foster, R.J. Crawford, Josh Miller, Harvey Stowers, Steven Barlow, Sam Gibson, John Potts, Terry Bell, Alejandra Cisneros-Conohan, Representative Cameron Sexton, Senator Paul Bailey		
CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE			CHAIRMAN JEFF MASON
CALL TO ORDER	Chairman Jeff Mason called the meeting to order.		
PRAYER	Chairman Jeff Mason asked County Mayor Dale Reagan to open the meeting with prayer.		
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was cited.		
	ROLL CALL		
ROLLCALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.		
	PUBLIC COMMENT		
	CHAIRMAN JEFF MASON		
DISCUSSION	There were no public comments presented for discussion.		
	APPROVAL OF CONSENT AGENDA		CHAIRMAN JEFF MASON
DISCUSSION	<p>Chairman Jeff Mason advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> a. UCDD Executive Committee Meeting Minutes – August 20, 2025 b. UCHRA Executive Committee Meeting Minutes – August 20, 2025 c. CAIC Board of Directors Special-Called Meeting Minutes – June 5, 2025 and October 27, 2025 d. UCDD/CAIC/UCHRA Board of Directors Annual Meeting Minutes – December 18, 2024 e. Policy Council Report – October 1, 2025 f. Van Buren County Head Start Report <ul style="list-style-type: none"> • July-October, 2025 Financial Report <ul style="list-style-type: none"> • July-October Budgets • Monthly Activity Reports • In-Kind Reports 		

DISCUSSION	<ul style="list-style-type: none"> • Credit Card Reports • TDHS Support and Enhancement Grant • QRIS Report • Executive Summary, Strengths, Needs and Interest Parent Survey <p>g. CEDS Annual Update – Resolution 25-12-1 h. UCHRA Lien of Credit – Resolution 25-12-1 i. Safety Sensitive Drug and Alcohol Policy j. UCDD Title VI Implementation Plan and EEOC Updates k. UCHRA Title VI Implementation Plan and EEOC Updates</p> <p>A motion was made to approve the Consent Agenda.</p>
MOTION	<p><u>Motion to Approve</u> Motion made by: Matt Adcock Motion seconded by: Jerry Lowery</p> <p>Chairman Jeff Mason asked for questions or discussion on the motion.</p> <p>The motion carried unanimously.</p>
	<p>COUNTY BRC LINK JODI PITTS, SMALL BUSINESS SPECIALIST</p>
DISCUSSION	<p>Jodi Pitts provided an update on the Business Resource Collective (BRC), a “No Wrong Door” partnership offering free business support services across the region. She shared 2025 impact data and outlined a planned 2026 initiative to add direct BRC links to county websites to improve access to resources. Executive Director Mark Farley expressed interest in engaging Chambers of Commerce and other business organizations to help share BRC information. Jodi will follow up in 2026.</p>
	<p>CSBG UPDATE LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</p>
DISCUSSION	<p>LaNelle Godsey advised that CSBG requires annual distribution of the Whistleblower Protection Act to Board members and reminded the Board that UCHRA operates under Results Oriented Management and Accountability (ROMA). She presented program dashboards for August–October 2025 and an overview of October 2024–September 2025, noting updates to dashboard categories. LaNelle also shared that the agency will continue evaluating community needs in 2026 and announced the launch of the Housecall repair program for individuals age 60 and over.</p>
	<p>ACTION ITEMS CHAIRMAN JEFF MASON</p>
DISCUSSION	<p>Chairman Jeff Mason advised that the Action Items consist of the following:</p>
	<ul style="list-style-type: none"> • Upper Cumberland Development District Audit • Cumberland Area Investment Corporation Audit • Cumberland Regional Development Corporation Audit • Upper Cumberland Human Resource Agency Audit • Legislators of the Year • 2025-2026 UCHRA Governing Board • UCHRA Legacy Retirement Benefit Plan – Resolution 25-12-2 • UCDD Resolution 25-12-2 • UCHRA Building Lease – Resolution 25-12-3
DISCUSSION	<p>Chairman Jeff Mason introduced Derek Young of Johnson, Hickey, Murchison. Mr. Young presented the audits for the year ending June 30, 2025, for the Upper Cumberland Development District, Cumberland Area Investment Corporation, and Upper Cumberland</p>

DISCUSSION/ ACTION	Human Resource Agency. He reported that all audits were completed with no findings. A motion was made to approve the audits as presented.
ACTION	<u>Motion to Approve</u> Motion made by: Jerry Lowery Motion seconded by: Greg Mitchell Chairman Jeff Mason asked for questions or discussion on the motion. The motion carried unanimously.
DISCUSSION	<u>LEGISLATORS OF THE YEAR</u> Chairman Jeff Mason advised that the Board voted on the selection of the Legislators of the Year. Paul Bailey was selected as State Senator of the Year, and Kelly Keisling was selected as State Representative of the Year. A motion was made to approve the Legislators of the Year as presented.
ACTION	<u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Steve Jones Chairman Jeff Mason asked for questions or discussion on the motion. The motion carried unanimously.
DISCUSSION	<u>2025-2026 UCHRA GOVERING BOARD</u> Chairman Jeff Mason requested a motion to approve the 2025–2026 Governing Board as presented. The approved results were as follows: North Region—Lori Burnett and Danny Holmes; South Region—Jerry Lowery and Alisa Farmer; and West Region—Josh Miller and John Potts. A motion was made to approve the 2025-2026 UCHRA Governing Board as presented.
ACTION	<u>Motion to Approve</u> Motion made by: Stephen Bilbrey Motion seconded by: Steve Jones Chairman Jeff Mason asked for questions or discussion on the motion. The motion carried unanimously.
	<u>UCHRA LEGACY RETIREMENT BENEFIT PLAN—RESOLUTION 25-12-2</u>
DISCUSSION	Executive Director Mark Farley briefed the Board on a legacy retirement benefit affecting several UCHRA employees. The benefit, established prior to the current administration, allowed employees with twenty consecutive years of service to receive up to six months of paid sick leave and continued medical insurance coverage until age sixty-five. The program was later deemed unallowable under accounting and state guidance and discontinued; however, previously accumulated funds were set aside to honor the benefit for eligible employees. No actuarial study was conducted when the benefit was created. Approximately \$250,000 remains in the account, while total potential liability is estimated at nearly \$1.4 million, which exceeds available reserves. Discussions were held with the employees affected employees, and an actuarial study was completed to evaluate options. Administration proposed offering a one-time \$10,000 buyout to affected employees, with an

DISCUSSION	<p>election deadline of June 30, 2026. Employees declining the buyout would choose either continued medical coverage until age sixty-five or a payout of up to six months of accrued leave.</p> <p>The Board opened the floor for employee questions and comments. A motion to approve Resolution 25-12-2 was made but later withdrawn. A subsequent motion to amend the resolution to include the \$10,000 buyout and conduct a second actuarial study for remaining employees was made and seconded, followed by discussion regarding funding and potential costs. That motion was also withdrawn.</p> <p>A motion was made to approve the original resolution as written.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Jerry Lowery Motion seconded by: Tony Day A call for the question was made.</p> <p>The motion carried by roll call vote, with sixteen Board members voting in favor, one passed, and one member absent.</p>
	UCDD Resolution 25-12-2
DISCUSSION	<p>Executive Director Mark Farley advised that when UCDD constructed the current building in 2019, the former UCDD office building on Willow Avenue was retained. He noted that there has been interest in purchasing the property and requested Board approval to obtain an appraisal to determine its current market value.</p> <p>A motion was made to approve Resolution 25-12-2 as presented.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Greg Mitchell Chairman Jeff Mason asked for questions or discussion on the motion. The motion carried unanimously.</p>
	UCHRA BUILDING LEASE
DISCUSSION	<p>Executive Director Mark Farley advised the Board that the lease for the current UCHRA facility will expire on December 30, 2026. He requested authority from the Board to enter into negotiations for the next facility location and to execute a lease agreement with a term of five to ten years. He noted that several options are currently being explored.</p> <p>A motion was made to approve Resolution 25-12-3.</p> <p>During discussion, a Board member asked whether approval of the resolution would allow Executive Director Farley to negotiate and execute a lease without the Board knowing the final location until after the lease was signed. Executive Director Farley responded that renovations would be required and that the options under consideration are located within the City of Cookeville, including a potential new construction. He further stated that without the requested authority, a special called meeting in January would be necessary to finalize the matter. A Board member indicated a preference for a special called meeting, noting that the Board should be involved in the decision and approval.</p>

DISCUSSION	A motion was then made to amend Resolution 25-12-3 to require that Executive Director Mark Farley present lease options to the Executive Committee in January prior to any final decision.
ACTION	<p><u>Motion to Approve</u> Motion made by: Randy Porter Motion seconded by: David Sullivan Chairman Jeff Mason asked for questions or discussion on the motion. The motion carried unanimously.</p>
DISCUSSION	Chairman Jeff Mason advised that the Board needed to vote on the original amended resolution granting Executive Director Mark Farley authority to proceed, and to bring the lease options to the Executive Committee in January 2026.
ACTION	<p><u>Motion to Approve</u> Motion made by: Jerry Lowery Motion seconded by: Dale Reagan Chairman Jeff Mason asked for questions or discussion on the motion. The motion carried unanimously.</p>
	<p>EXECUTIVE DIRECTOR REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION	<p>Executive Director Mark Farley introduced Holly Williams, AAAD Director, who presented highlights from the AAAD Fiscal Year 2025 Annual Report.</p> <p>Executive Director Farley reported that housing research from the Sycamore Institute has been shared with the board over the past year. He noted the Institute's interest in partnering with the agency to host a Regional Housing Summit in the spring for developers and local planning and codes officials.</p> <p>Executive Director Farley announced that the agency is participating in a six-state grant focused on creating recovery-friendly employers and that implementation efforts are beginning.</p> <p>Megan Choate shared that a presentation on nuclear energy at the Governor's Conference highlighted ongoing developments in Tennessee. She reported that planning is underway for a two-part nuclear education field trip, including visits to the University of Tennessee and Oak Ridge, with a possible tour of a test reactor site. The tentative date is February 27, 2026. Interested individuals were encouraged to contact Ms. Choate or Executive Director Farley, and additional information will be provided.</p> <p>Executive Director Farley announced that the Washington Trip is scheduled for March 8–11, 2026, and interested board members should contact Rebecca Smith or him directly. He also shared that County Services Day on the Hill will be held on February 23, 2026, with plans to coordinate a dinner pending interest from county mayors. TML Day on the Hill is set for March 1–2, 2026, and the agency will follow up with city mayors regarding attendance and, if requested, arrange a dinner with city mayors and the legislative delegation.</p>
	<p>NOMINATION COMMITTEE REPORT CHAIRMAN JEFF MASON</p>
DISCUSSION	Chairman Jeff Mason reported that the Nominating Committee met and consisted of Cannon County Mayor Greg Mitchell, County Mayor Steve Jones, and Smith County Mayor Jeff

DISCUSSION	<p>Mason. Following the committee meeting, a motion was presented recommending that the current slate of officers remain unchanged for 2026.</p> <p>Upper Cumberland Development District Officers for 2026:</p> <ul style="list-style-type: none"> • Smith County Mayor Jeff Mason, Chairman • Cumberland County Mayor Allen Foster, Vice Chairman • Fentress County Mayor Jimmy Johnson, Secretary • Putnam County Mayor Randy Porter, Treasurer <p>Upper Cumberland Human Resource Agency Officers for 2026:</p> <ul style="list-style-type: none"> • Smith County Mayor Jeff Mason, Chairman • Cumberland County Mayor Allen Foster, Vice Chairman • Byrdstown City Mayor Sam Gibson, Secretary • White County Executive Denny Wayne Roberson, Treasurer <p>A motion was made to accept the Nomination Committee Report.</p>
ACTION	<p><u>Motion to Approve</u></p> <p>Motion made by: Steve Jones</p> <p>Motion seconded by: Dale Reagan</p> <p>Chairman Jeff Mason asked for questions or discussion on the motion</p> <p>The motion carried unanimously.</p>
	<p>ELECTION OF OFFICERS CHAIRMAN JEFF MASON</p>
DISCUSSION	<p>Chairman Jeff Mason thanked the board for their trust.</p>
	<p>REGIONAL PARTNERS CHAIRMAN JEFF MASON</p>
DISCUSSION	<p>Chairman Jeff Mason asked for updates from regional partners:</p> <p>Derrick Lane, Field Representative with Congressman John Rose’s office advised that he just started his position and will be coming out to the counties within the next few weeks to meet everyone.</p>
	<p>OLD BUSINESS CHAIRMAN JEFF MASON</p>
DISCUSSION	<p>No old business was presented for discussion.</p>
	<p>NEW BUSINESS CHAIRMAN JEFF MASON</p>
DISCUSSION	<p>Executive Director Mark Farley reminded everyone that Wednesday, December 17, 2026 is the UCDD-UCHRA Annual Meeting.</p>
	<p>ADJOURN CHAIRMAN JEFF MASON</p>
ACTION	<p>Chairman Jeff Mason advised that he would accept a motion to adjourn.</p> <p><u>Motion to Adjourn:</u></p> <p>Motion made by: Dale Reagan</p> <p>Motion seconded by: Matt Adcock</p> <p>The Executive Committee voted unanimously to adjourn the December 11, 2025 meeting.</p>
CONCLUSION 2:26 PM	

Jeff Mason, Chairman

Sam Gibson, Secretary

**Upper Cumberland Human Resource Agency
Policy Council Meeting**

DRAFT MINUTES		FEBRUARY 4, 2026	10:30 A.M.	COOKEVILLE, TN
MEETING CALLED BY	City Mayor Sam Gibson called the meeting to order.			
TYPE OF MEETING	UCHRA Policy Council			
FACILITATOR	City Mayor Sam Gibson			
NOTETAKER	Sherry Thurman			
MEMBERS PRESENT	Sam Gibson, Keisha Richards, Christine McMenamin, Phil Fox, Kristi Paling, Anne Stamps, Tracie Long, Nestor Chavez, Barbara Wheeler, Bob DePriest, Patti Ognibene			
MEMBERS ABSENT	Cindy Putman, Charlene Whitaker, Bill Gibson, Michael Burton, Misty Phy, Morgan Jones, Nichole Wiggins			
	CALL TO ORDER		MAYOR SAM GIBSON	
CALL TO ORDER	City Mayor Sam Gibson called the meeting to order and welcomed everyone in attendance.			
	ROLL CALL			
ROLL CALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.			
	APPROVAL OF MINUTES		MAYOR SAM GIBSON	
DISCUSSION	City Mayor Sam Gibson asked for a motion to approve the minutes of the October 1, 2025 Policy Council meeting. A motion was made to approve the minutes.			
ACTION	<u>Motion to Approve</u> Motion made by: Anne Stamps Motion seconded by: Barbara Wheeler City Mayor Sam Gibson asked for discussion on the motion. Motion carried unanimously.			
	COMMUNITY INTERVENTION PROGRAM		LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR	
DISCUSSION	LaNelle Godsey introduced Melissa Hoisington, UCHRA Community Intervention Director. Melissa explained that she oversees the Community Corrections Program, which includes the Day Reporting Center, UC Recovery, and Juvenile Probation. She reported that during the Governor’s State of the State address,			

DISCUSSION	<p>funding for the program was changed from recurring to nonrecurring, meaning the program must now reapply for funding annually.</p> <p>Melissa shared that the Day Reporting Center has been operating for three and a half years, during which time it has had thirty-three graduates, with only one rearrest. Currently, there are fifty-four active participants. She noted that the program helps limit incarceration rates and reduces the financial burden on communities to fund jail housing. Housing individuals in TDOC facilities, including local jails and prisons, costs approximately \$106 per day, resulting in significant savings when alternatives like the Day Reporting Center are used.</p> <p>Melissa emphasized the importance of keeping community members informed about the program and its benefits so they can help advocate for the continuation of these services. She then provided an overview of the Community Corrections Program and the Day Reporting Center.</p> <p>Executive Director Mark Farley advised that efforts are underway to work with the Governor's administration to determine why the program's funding was changed from recurring to nonrecurring.</p>
	<p>CSBG LANELLE GODSEY, • Dashboards DEPUTY DIRECTOR/COMMUNITY SERVICES DIRECTOR</p>
DISCUSSION	<p>LaNelle Godsey presented and highlighted the dashboards for September through December 2025, along with an overview covering October 2024 through September 2025, noting updates to the dashboard categories. In October 2025, General Assistance and CSBG Services were added to enable tracking of these services. The General Assistance category reflects donated items such as hygiene kits and canned food. The CSBG Services category documents assistance provided to individuals outside of UCHRA programs, including help with applications, budgeting, applying for cell phone assistance, setting up email accounts, completing job applications, developing resumes, and conducting job searches. The Weatherization referral category was removed from the dashboards.</p>
	<p>UCHRA ROUNDTABLE LANELLE GODSEY, DEPUTY DIRECTOR/ • Community Needs Assessment COMMUNITY SERVICES DIRECTOR</p>
DISCUSSION	<p>LaNelle Godsey advised that a Needs Assessment is conducted every three years. She introduced Jordan Herald, Community Services Assistant Director, to review the assessment questionnaire. Jordan explained that the top five needs identified in the 2023 survey were higher-paying jobs, access to affordable housing, quality job opportunities, resources for individuals experiencing homelessness, and access to mental health services.</p> <p>Jordan stated that the questionnaire is distributed to all county offices to encourage participation from clients. She emphasized the importance of Policy Council members being actively involved in the assessment process and helping share the</p>

DRAFT MINUTES

Upper Cumberland Human Resource Agency

Policy Council Meeting

Wednesday, February 4, 2026 – 10:30 a.m.

DISCUSSION	<p>questionnaire with their partners, clients, and neighborhoods. The Policy Council reviewed the 2026 Community Needs Questionnaire, and Jordan requested feedback on any items that may have been overlooked or areas that need greater emphasis. She noted that the questionnaire helps shape the services UCHRA will provide over the next two to three years. The goal is to distribute the questionnaire by the end of February, and she encouraged Policy Council members to participate in completing and promoting it.</p> <p>Executive Director Mark Farley announced that the Upper Cumberland Development District will host a Regional Housing Summit on March 5 from 11:00 a.m. to 1:00 p.m. He encouraged local leaders interested in housing issues in the Upper Cumberland region to attend and noted that a meeting link will be emailed to everyone.</p>
	OLD/NEW BUSINESS MAYOR SAM GIBSON
DISCUSSION	No old/new business was presented for discussion.
	PUBLIC COMMENTS MAYOR SAM GIBSON
DISCUSSION	No public comments were presented for discussion.
	ADJOURN MAYOR SAM GIBSON
ADJOURN	City Mayor Sam Gibson advised that he would accept a motion to adjourn.
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Barbara Wheeler Motion seconded by: Kristi Paling</p> <p>The Policy Council members voted unanimously to adjourn the February 4, 2026 meeting.</p>
CONCLUSION 11:35 A.M.	

Mayor Sam Gibson